

POLICY MANUAL

State Mental Health, Mental Retardation and Substance Abuse Services Board Department of Mental Health, Mental Retardation and Substance Abuse Services

POLICY 4010(CSB)83-6 Local Matching Requirements for Community Services Boards

Authority	Board Minutes Dated <u>June 22, 1983</u> Effective Date <u>July 1, 1983</u> Approved by Board Chairman <u>s/Charles H. Osterhoudt</u>
References	§ 37.1-10, Powers and Duties of the Board, and §§ 37.1-194 and 199(c), <i>Code of Virginia</i> (1950) as amended. Community Services Board Performance Contract, May 6, 1994.
Background	<ul style="list-style-type: none">• § 37.1-194 of the <i>Code of Virginia</i> authorizes the Department to make matching grants to assist cities and counties in providing mental health, mental retardation, and substance abuse services. § 37.1-199(c) limits the state's financial participation in such grants to 90 percent of the total costs of services. This bench mark establishes the minimum local match reciprocally at 10 percent.• Historically, the Department has encouraged community services boards (CSBs) to pursue revenues aggressively and to maintain the highest level of local matching funds possible so that more services could be offered. The current economic situation has caused many local governments to limit or reduce revenues available for human services. Decreased local match revenues and additional allocations of state funds have made the maintenance of high local match levels more difficult in many areas.
Purpose	This policy seeks to encourage maximum financial support for community mental health, mental retardation, and substance abuse services from local governments. It also endeavors to afford enough flexibility for CSBs to accommodate local match revenue shortfalls and still preserve current state grants and obtain additional state funds to maintain and expand services.

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Policy

It is the policy of the State Mental Health, Mental Retardation and Substance Abuse Services Board that the following revenues are acceptable as local match for grants of state funds:

- local government appropriations;
- philanthropic cash contributions;
- in-kind contributions of space, equipment, and professional services; and
- interest revenue in certain circumstances.

All other revenues, including fees, federal grants, and other funds as well as uncompensated volunteer services are not acceptable as local match.

It is also the policy of the State Board that a CSB should maintain the same match ratio of all state to local matching funds which existed in the preceding fiscal year, whenever possible. Exhibit D of the CSB's Performance Contract displays total local matching funds. If sufficient revenues are not available to continue the same ratio, then a CSB should maintain at least the total amount of local matching funds received in the preceding year. Local match shortages should be restored whenever possible because they:

- threaten the viability of existing services,
- eliminate opportunities to expand services,
- lessen chances of obtaining additional local match in the future, and
- jeopardize maintenance of current state funding.

Further, it is the policy of the State Board that the maximum acceptable aggregate board wide ratio of all state to local matching funds is 90 percent to 10 percent of the total amount of those funds. If sufficient local revenues are not available to sustain at least that ratio, that is if local matching funds fall below 10 percent, the CSB can request a waiver of this policy requirement, in accordance with procedures promulgated by the Department. Waivers are given annually on a renewable basis if the CSB provides adequate justification, based on local economic factors, so that service reductions and their consequent adverse effects on consumers can be avoided. If a waiver is not granted, state funds will be reduced to achieve the maximum policy ratio of 90:10.

Finally, § 37.1-199 (c) of the Code limits state participation to 90 percent of the total costs of a CSB's services. If that percentage would be exceeded because of insufficient local revenues, state funds will be reduced by the amount necessary to comply with that limit.

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**Monitoring of
This Policy**

The Community Services Administration Office shall implement this policy and monitor and evaluate its effectiveness, with assistance from the Financial Services Office.
